

Guidelines for Submitting Online Applications – Current Employees

A UCC Recruitment

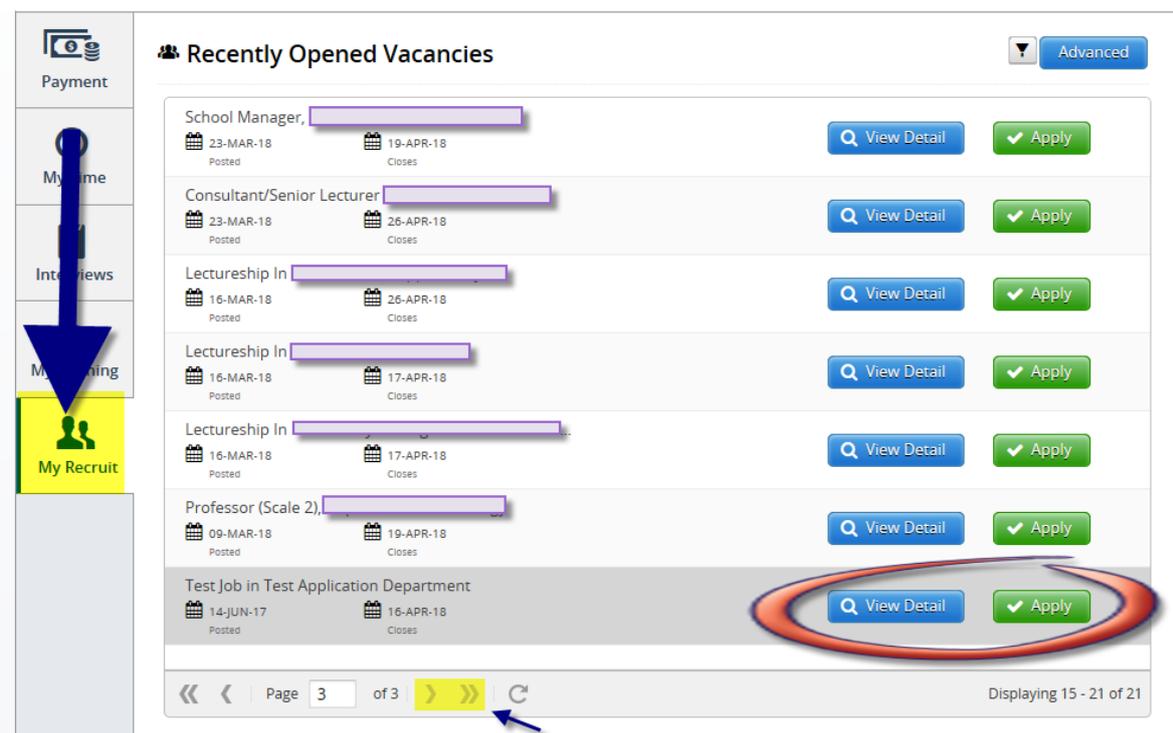
All open UCC competitions are viewable under the **My Recruit** option on **ESS** (Employee Self Service).

B Employee Self Service

ESS is available for all Permanent and Fixed Term staff in UCC. You can view your payslip, check your annual leave balance and apply for job vacancies. You need your staff number to login to the system. If you do not know your password for ESS, click on the 'Forgotten Password?' link, enter your staff number and date of birth and a new password will be emailed to your UCC address. Please see <https://www.ucc.ie/en/ess/faqs/> for further guidance on the system.

C My Recruit

When you access **ESS**, select My Recruit on the left of your screen. You will see the Recently Opened Vacancies screen, you can scroll through each page by clicking on the chevron at the end of the screen, see highlighted.



By clicking on the View Detail link pertaining to the vacancy you wish to apply for, you will be presented with a job specification of the position, (note this will open in a separate tab). Clicking on the Candidate Information link at the bottom of this section will give you access to a more detailed job description document, which you can open/save.

D Applying for the Position

You can begin your online application from the Recently Opened Vacancies section or from within the View Details section. In the Recently Opened Vacancies section, click on the Apply link associated with the position you wish to apply for. If you have already opened the Job Specification section for that position, click on the Apply for Job button. Either way, you will be brought directly to the application form which must be completed to apply for the vacancy (again it will open in a new tab on your browser).

Your application form will be stored in the Application History section of your user account should you accidentally be logged out before completing your application or should you simply not wish to submit your application straight away. (Refer to section 'E' at the end of this document for details on how to access your application history.)

The application form will open on a page displaying your [Personal Details](#).

Enter the requested personal details on this screen. Fields with asterisks are mandatory.

Click on **Save and Continue** to view the remaining sections required on the application form.

Applicant Options

- › Search Vacancies
- › Application History
- › My Account
- › Logout
- › Terms & Conditions
- › Human Resources Website

Personal Details

Test Job in Test Application Department

Please enter the address that will be used for all correspondence.

Please email recruitment@ucc.ie if you have any queries/difficulties.

Title *	<input type="text" value="Mr"/>
Forename *	<input type="text" value="██████████"/>
Surname *	<input type="text" value="██████████"/>
Address 1 *	<input type="text" value="██████████"/>
Address 2 *	<input type="text" value="██████████"/>
Address 3 *	<input type="text" value="CORK"/>
Address 4	<input type="text"/>
Country *	<input type="text" value="IRELAND"/>
Nationality *	<input type="text" value="IRISH"/>
Email *	<input type="text" value="██████████@ucc.ie"/>
Contact No. *	<input type="text" value="██████████"/>

Save and Continue

When you view **Your Application** you will be able to see the sections that require completion and those that have already been completed. It is only when you have completed **all** of the required steps that you will see the option to submit the application, however you can opt to **Save for later** on the checklist page to allow you to return to the form and complete before the closing date/time.

Your Application

Test Job In Test Application Department - Acad Form

Please refer to the Job Description and Selection Criteria before you complete the application form.

You may complete the sections of the application form in any order you wish. Once all sections marked as 'Required' are complete the 'Submit' button will appear. You may use the 'Preview Form' button to review and print a copy before submitting your application. You can save an incomplete application at any time by clicking on the 'Save for Later' button. All fields marked with an * must be completed. In order to apply for a role, you must submit your application form.

Please note that all vacancies close at **12 noon (Irish Local Time)** on the advertised closing date. No late applications will be accepted. It is recommended that you submit your application at least 24 hours in advance of the closing date and time. Any applications that are still in progress at the closing time on the specific closing date will be cancelled automatically by the UCC eRecruitment System. UCC may only take into account technical issues raised by an applicant if advised to UCC HR (hrsupport@ucc.ie) in sufficient time prior to the advertised closing date. Applications will only be accepted by the UCC eRecruitment System. If an acknowledgement is not received within 1 working day, please contact recruitment@ucc.ie

Important note - Microsoft Edge is not compatible with the eRecruitment System. Please use an alternative browser.

Section	Completed
Personal Details - 1	✓
Personal Details - 2	✓
Qualification Details	✓
Employment History	Required
Professional Membership	Optional
Particulars of Referees	✓
Source of Advertisement	Required
Applicant Document Details	Required
Equal Opportunities Monitoring	✓

Save for later

Preview Form

[Personal Details - 2 Section](#)

This section requests information relating to EEA citizenship, legal entitlement to work in Ireland and proficiency in English, where applicable. When you have entered the information, click on Save and then **Return to Checklist**.

Personal Details - 2

Test Job In Test Application Department - Admin Form

Please answer each of the following questions and select the **'Save and Continue'** button. **Mandatory questions (*) must be completed to submit an application successfully.**

Please note if you do require a work permit, you are not eligible to apply for this position

Will a work permit be required to employ you? *

Yes No

Are you an Irish / EEA Citizen *

Yes No

PPS Number if applicable

Have you been in continuous employment with the public sector in Ireland since the 6th April 1995? *

Yes No

Is English your first language? If no, please provide with your application evidence of proficiency in the applicant document details section.

Yes No

Are you currently a UCC staff member? *

Yes No

If yes please provide your staff no.

Have you availed of the Early Retirement Scheme (ISER) with or received an Ex-Gratia Payment from a previous employer?

Yes No

Save and Continue

Qualifications

You may enter as many qualifications as you wish by clicking on Add. If your qualification or institute does not appear in the Academic Institute drop-down list, please select 'Other' and give details in the Institute 'Other' field. When you have entered the information required click on **Return to Checklist**.

Qualification Details

Test Job In Test Application Department

Please use the buttons below to add your qualification details.

Educational Institute	University College Cork		
Enter name if other			
Duration	1	Duration Type	Years
From Month	October	From Year	2006
To Month	October	To Year	2007
Qualification	<input type="text"/>		
Qualification Other	<input type="text"/>		
Result/Class of Award	<input type="text"/>		
Main Subject/Course Area	<input type="text"/>		
Thesis Phd title	<input type="text"/>		
Comments	<input type="text"/>		
 Edit	 Delete		

Educational Institute	University College Cork		
Enter name if other			
Duration	3	Duration Type	Years
From Month	September	From Year	2003
To Month	June	To Year	2006
Qualification	<input type="text"/>		
Qualification Other	<input type="text"/>		
Result/Class of Award	<input type="text"/>		
Main Subject/Course Area	<input type="text"/>		
Thesis Phd title	<input type="text"/>		
Comments	<input type="text"/>		
 Edit	 Delete		

Employment History

To update your Employment History, click on Add. You may enter details for as many previous employments as you wish by clicking on Save and Add. When ready to proceed, click **Return to Checklist**. Please note there is a maximum character limit of 1,992 characters for the 'Job Description & relevance to current application' field. If copying/pasting text from another document, please ensure you review the text you enter before you return to the checklist

Employment History

Test Job In Test Application Department - Acad Form

Please use the buttons below to add your details.





Employment History

Test Job In Test Application Department - Acad Form

Enter your current or most recent employment details. Please enter a reason for leaving if applicable. To add more than one record enter your details and then click the "Save and Add" button below.

Start Date (DD/MM/YY) * 

End Date (DD/MM/YY) 

Employer Name *

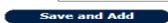
Employer Address

Position * 

Salary
Note: Only input a numeric value here

Job Description & relevance to current application 
Note: Maximum character limit of 1,992 including spaces.

Reason for Leaving 
Note: Maximum character limit of 200 including spaces.

[Professional Membership](#)

This an optional section where you may wish to give professional membership details.

[Particulars of Referees](#)

You must provide referee details in this section. Click on Add and then complete the fields as required. To add additional referees, click on the Add button again. Please provide a maximum of three referees. Full contact details including e-mail address must be provided. Referees will be contacted *only* if you are shortlisted for interview. If you do not wish for your current employer to be contacted prior to interview do not include as a referee below.

Particulars of Referees

Applicant References

 [Add](#)

Title

Forename

Surname

Position

Company

Address1

Address2

Address3

Email Address

Phone No

 [Edit](#)

 [Delete](#)

Title

Forename

Surname

Position

Company

Address1

Address2

Address3

Email Address

Phone No

 [Edit](#)

 [Delete](#)

[Return to Checklist](#)

Any offer of employment will be made subject to the receipt of satisfactory references (including a reference from your current employer which will be sought at the point of offer if not included)

[Source of Advertisement](#)

This section asks you to indicate how you became aware of the vacancy. Use the Edit option to update. When ready to proceed click on **Return to Checklist**

Source of Advertisement

Test Job In Test Application Department - Acad Form

 Add

[Return to Checklist](#)

[Applicant Document Details](#)

This section is where you should upload documents providing additional information pertaining to your experience/qualifications and conveying why you are applying for the particular vacancy. Applicants for academic positions need to include details of the following:

- a. Publications, b. Research Interests, c. Teaching Interests and Abilities, d. Teaching Objectives and Methods

Click on Browse to locate your file then Attach and Save. Note there is a file size limit of 1MB. After you have attached your documents, click on Return to Checklist

Applicant Document Details

Test Job In Test Application Department - Acad Form

Date Loaded	Filename	Filesize(KB)
No Applicant Document Details found		

Please attach the following 3 files as part of your application.

1. A recent curriculum vitae
2. A covering letter indicating how you meet the criteria outlined in the job description
3. A document providing details using the following headings if applicable:

- Publications
- Research Interests
- Teaching Interests & Abilities

For each file you want to upload click the **Choose File** button below, navigate to and select your file and then click **Attach & Save**. Each file attached to your application appears above.

Please note:

- Accepted formats: txt(Text), doc(Word 97-2003), docx(Word 2007), rtf(Rich Text File), pdf(Adobe).
- Please ensure that files are not password protected or saved with 'track changes' otherwise we are unable to open them via our system.
- Keep the length of the file name to a minimum. The system will reject long file names.
- Maximum file size allowed: 1MB/1000KB
- Maximum number of files allowed: 3

[Attach & Save](#)

[Return to Checklist](#)

[Equal Opportunities Monitoring](#)

University College Cork confirms its commitment to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the University.

To enable UCC to monitor the operation of its equal opportunities policy, you are invited to answer questions relating to personal data on this screen. It is important to note that this section will not be used for the purpose of selection. The information obtained will be used for statistical monitoring to give the Human Resources Division a fuller picture of UCC's recruitment pattern.

When you are returned to the Checklist and everything has been completed you will see the option to Submit the form

Your Application

Test Job In Test Application Department - Acad Form

Please refer to the Job Description and Selection Criteria before you complete the application form.
You may complete the sections of the application form in any order you wish. Once all sections marked as 'Required' are complete the 'Submit' button will appear. You may use the 'Preview Form' button to review and print a copy before submitting your application. You can save an incomplete application at any time by clicking on the 'Save for Later' button. All fields marked with an * must be completed. In order to apply for a role, you must submit your application form.

Please note that all vacancies close at **12 noon (Irish Local Time)** on the advertised closing date. No late applications will be accepted. It is recommended that you submit your application at least 24 hours in advance of the closing date and time. Any applications that are still in progress at the closing time on the specific closing date will be cancelled automatically by the UCC eRecruitment System. UCC may only take into account technical issues raised by an applicant if advised to UCC HR (hrsupport@ucc.ie) in sufficient time prior to the advertised closing date. Applications will only be accepted by the UCC eRecruitment System. If an acknowledgement is not received within 1 working day, please contact recruitment@ucc.ie

**Important note - Microsoft Edge is not compatible with the eRecruitment System.
Please use an alternative browser.**

Section	Completed
Personal Details - 1	✓
Personal Details - 2	✓
Qualification Details	✓
Employment History	✓
Professional Membership	Optional
Particulars of Referees	✓
Source of Advertisement	✓
Applicant Document Details	✓
Equal Opportunities Monitoring	✓

By clicking on the checkbox you agree to the [Terms & Conditions](#) as outlined in the document

Before submitting your application, please ensure you are applying for the correct position, read the **Terms & Conditions** at the end of the form and click on the check box provided. By ticking this box, you are certifying that the information you provided is correct to the best of your knowledge and you are agreeing to be bound by the terms of UCC's recruitment policies. You can either save the application for later or submit it immediately.

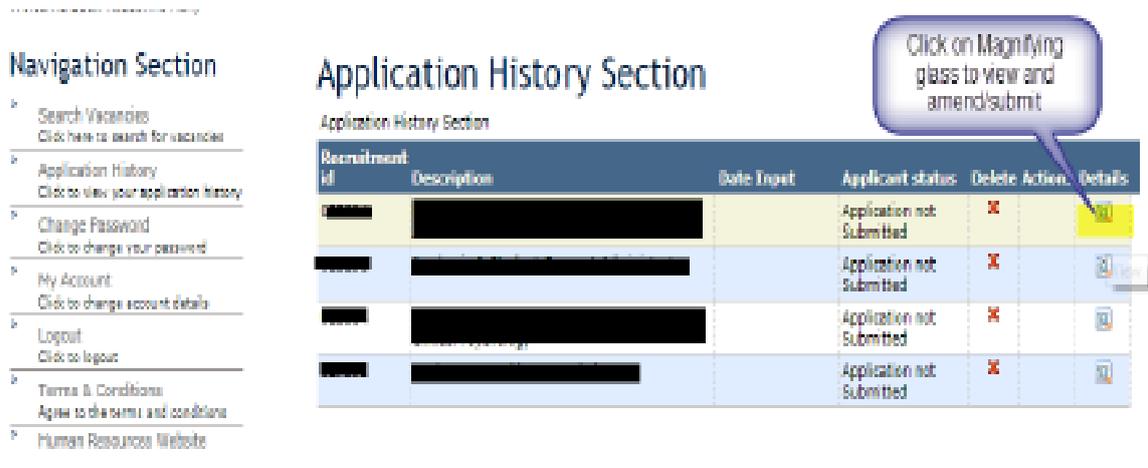
To submit the application, click on the Submit button. If any required information has been omitted from your application, a red-text error message will appear at the top of the screen. A message stating "Application Successful" appears when your application has been successfully submitted.

Normally within 30 minutes of submitting your application, you will receive an email acknowledging that it has been received.

E Further Information

Application History

If you decide to save your application for later, the details will be held in the Application History. All your partially completed applications are listed here. To finalise and ultimately submit an application, log in to ESS, select the My Recruit option, click view under any vacancy and you will see the Application History link in the Navigation section on the left of the screen. From here, click on the View button associated with the particular application that you wish to complete.



Navigation Section

- Search Vacancies
Click here to search for vacancies
- Application History
Click to view your application history
- Change Password
Click to change your password
- My Account
Click to change account details
- Logout
Click to logout
- Terms & Conditions
Agree to the terms and conditions
- Human Resources Website

Application History Section

Recruitment id	Description	Date Traget	Applicant status	Delete	Action	Details
[REDACTED]	[REDACTED]		Application not Submitted	X		View
[REDACTED]	[REDACTED]		Application not Submitted	X		View
[REDACTED]	[REDACTED]		Application not Submitted	X		View
[REDACTED]	[REDACTED]		Application not Submitted	X		View

Click on Magnifying glass to view and amend/submit

Clicking on the View button brings you back to the Checklist screen, where you can review and update your application form in its entirety before submitting it.

You can also delete a non-submitted form here, but please note it will **not** be possible to retrieve a deleted application

NB: Closing Dates and Times

The closing date and time for the submission of online applications for the position is specified in the list of vacancies. The online application must be submitted by **12 noon** on the closing date. You will be unable to submit your application after this date and time.

Contact E-Recruitment

If you experience any difficulties using the online E-Recruitment system, please send an email to recruitment@ucc.ie outlining the nature of your problem and quoting the reference number and title of the post you are applying for.